

My Name _____
Address _____
City, State, Zip _____
Phone _____
E-mail _____

In the District Court of Utah

_____ Judicial District _____ County

Court Address _____

Plaintiff/Petitioner

v.

Defendant/Respondent

Proof of Service under URCP 4

Case Number _____

Judge _____

Commissioner _____

Instructions: Use this document to show the date, place, and manner in which documents were served under Rule of Civil Procedure 4. Rule 4 requires service by mail OR by personal service (not both). Complete Paragraph (1). Then complete either Paragraph (2) OR Paragraphs (3) and (4).

(1) The following documents were served by the method described below:

- ☐ Summons
- ☐ Complaint or Petition
- ☐ Amended Complaint or Petition
- ☐ Notice of Mandatory Divorce Education
- ☐ Order to Show Cause
- ☐ Other: _____ (describe)
- ☐ Other: _____ (describe)

Service by Mail (Note: Service by mail requires a signed receipt. The state and its departments and agencies cannot be served by mail until after they are parties to the case. A minor or an incapacitated person cannot be served by mail.)

- (2) ☐ I served the following person by sending a copy of the documents listed in Paragraph (1) by registered mail or commercial courier service to:

Name of Addressee _____

Address _____

City, State Zip Code _____

I have attached a signed receipt proving delivery. It was signed by:

- ☐ the addressee personally.
☐ someone authorized by appointment or by law to receive service of process on behalf of the addressee.

Service by Third Person (Note: Certain people and entities must be served in a certain way. This form includes only the most common ways. Consult URCP 4(d) for others.)

- (3) ☐ I am over the age of 18. I am not a party to this action. I am not an attorney for a party to this action.

- (4) ☐ On _____ (date), I went to _____ (address), and I delivered the documents listed in Paragraph (1) to _____ (name), who is:

(check only one box)

<input type="checkbox"/> the named party defendant/respondent.	Serving defendant-respondent by delivery
<input type="checkbox"/> the named party plaintiff/petitioner.	Serving plaintiff-petitioner by delivery
<input type="checkbox"/> a person of suitable age and discretion residing at that address, which is the named party's dwelling house.	Serving an individual by leaving at his/her home
<input type="checkbox"/> an agent authorized by appointment or by law to receive service of process on behalf of the named party.	Serving an individual by delivery to an agent

<input type="checkbox"/> an officer, a managing agent, general agent. OR <input type="checkbox"/> an agent authorized by appointment or by law to receive service of process and by also mailing a copy of the complaint and summons to the named party.	Serving a corporation, partnership, or an unincorporated association
<input type="checkbox"/> the city/town recorder.	Serving a city or town
<input type="checkbox"/> the county clerk.	Serving a county
<input type="checkbox"/> the attorney general, AND TO _____ (name of any other person or agency required by statute to be served) at _____ (address).	Serving the state
<input type="checkbox"/> a member of named party's governing board, executive employee or secretary.	Serving a department or agency of the state
<input type="checkbox"/> Describe how you served the document.	Other. See URCP 4.

I have not included any non-public information from this document.

I declare under penalty of Utah Code Section 78B-5-705 that everything stated in this document is true and correct.

Date _____ Sign here ► _____

Typed or printed name _____

Certificate of Service

I certify that I served a copy of this Proof of Service under URCP 4 on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
(Other Party or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
(Clerk of Court)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Electronic File		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Date _____ Sign here ► _____

Typed or printed name _____